



Personnel and Administrative Policy and Procedure

SUBJECT: Contributions	EFFECTIVE DATE: July 1, 2003 REVIEWED: May 2011 REVISED:
CATEGORY: 200 POLICY NUMBER: 200.11	CROSS REFERENCE:

Purpose: To have an adopted policy which clarifies for Council, public, and staff, the general response to requests for contributions for certain activities or projects.

The City occasionally receives requests from individuals, organizations, and businesses for a contribution to a particular cause or event. From a legal perspective as well as taxpayer expectations, City funds are public monies and accordingly should be expended only for officially sanctioned City purposes.

Policy

1. The City will not contribute financially to non-profit, not-for-profit, or business organizations unless it can be demonstrated there is a direct connection to an official City service, program, or project. This determination must be made by the City Council, or by the city manager under guidelines established by the City Council.
2. Such monetary requests should be submitted in writing to the city manager's office for transmittal to the Council.